



STANDARD PROCEDURE

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Pandemic Safety Protocols	E-4	4/2022	New

Prepared By: Human Resources

Approved By: Will Aycock, Greenlight General Manager

- 5.1.1.4 EHWC staff will assess the situation and provide guidance to the employee regarding testing, length of absence, follow-up and return to work criteria. They will also manage contact tracing and provide guidance to departments, as applicable.
- 5.1.1.5 Employees absent for pandemic related reasons will contact EHWC for final clearance prior to returning to work.
- 5.1.1.6 All guidance given by EHWC staff will be followed, including masking, social distancing and other measures deemed medically advisable.
- 5.1.1.7 Supervisors should ensure EHWC staff is aware of any pandemic related absences, even if the diagnosis was made outside of work hours by another medical practitioner and/or as the result of at-home testing.

**5.2 General Preventive/Safety Measures**

- 5.2.1 Per CDC guidelines, employees are encouraged to take advantage of recommended treatments, included but not limited to, vaccines.
- 5.2.2 Employees should follow CDC guidelines to prevent the spread of communicable disease, including but not limited to, social distancing, hand washing, masking, cleaning and disinfecting.
- 5.2.3 Employees working in areas where close working conditions occur may need to take extra precautions to protect themselves and others.
- 5.2.4 Supplemental guidelines established by the department must be followed by applicable employees.

**6.0 Administrative Guidelines**

- 6.1 Employees who must be absent for testing, exposure or positive test results may be required to use their accrued personal time for the absence, in accordance with FLSA guidelines.
- 6.2 Where feasible and at the supervisor's discretion, employees may be allowed to work from home in lieu of using accrued time.
- 6.3 Documentation of testing results may be required for pandemic related absences. Procurement and handling of such documentation will align with regulatory guidelines for the applicable information. Falsification of required documentation provided to validate absences covered under this policy may result in disciplinary action, up to and including termination.
- 6.4 The City of Wilson may at any time implement additional/alternative measures not covered in this policy to manage immediate needs that may arise during pandemic situations.

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CITY OF WILSON

PERSONNEL MANUAL

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**ACKNOWLEDGEMENT OF POLICY REVIEW**

I acknowledge that City of Wilson policy *E-4: Pandemic Safety Protocols* was reviewed with me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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Department

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Date

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Reviewer's Signature & Date (N/A if self-reviewed)